

Doing Business with the State of Indiana: A Guide to Web Resources

www.in.gov/idoa/vendor.html

Site to be launched in Summer 2006

A step-by-step outline to navigating the process

The State of Indiana requires individuals and businesses who seek to do business with the state to register with a number of different state agencies and offices prior to bidding on contracts and receiving a contract award. Prior to utilizing scarce resources to undertake these processes it is important that businesses determine if State government is a strong market. Minority and Women's Business that do completed the various registrations and certifications could reap great benefits from the MWBE program, but must work to market their firm to the correct audiences in order to be successful. The following is an outline of web tools that will assist throughout the process.

Step 1: Research the Market

The State of Indiana buys a wide range of goods and services. It is important to determine if the State buys what you sell and if there are any restrictions or pre

Resource People: www.in.gov/idoa/proc/personnel.html

The State publishes a list of those responsible for buying goods and services. Firms can contact these individuals to learn if their products can meet State needs, how much the State will likely purchase, and when and how it will possibly be purchased next.

Active Contracts: www.in.gov/idoa/proc/active.html

Another key resources is the list of current contracts. It will inform readers of what the State is currently purchasing under contract, how much is being paid and when the contract expires.

Public Works Projects: www.in.gov/idoa/pwd/

State construction projects are planned well in advance. Learn about upcoming and ongoing projects by visiting two web sites.

Project List: www.in.gov/idoa/pwd/docs/projectstatus.pdf

Project Status: www.in.gov/idoa/pwd/docs/projectstatus.pdf

Buy Indiana: www.in.gov/idoa/proc/buyindiana.html

On his first day in office, Governor Daniels issued an Executive Order directing State government to spend the vast majority of its buying power with Indiana companies. Read about the benefits of the Buy Indiana initiative.

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Special purchasing programs: The General Assembly has placed in statute two programs which require State officials to purchase certain goods and services almost exclusively from the disabled or PEN Products. MWBEs that sell these items might not find a market at the State due to these requirements.

State Use Program: www.inarf.org/state%5Fuse/

PEN Products: www.in.gov/idoa/proc/pen_products.html

Step 2: Register with the Indiana Secretary of State

Indiana Secretary Of State: www.in.gov/sos/

Every business that seeks to provide products or services to any State agency must register with the Indiana Secretary of State's office. To successfully register with the Secretary of State's office your business must be in good standing with the Indiana Department of Workforce Development and the Indiana Department of Revenue.

Step 3: Register with the appropriate state agency and department, as determined by your business offerings.

IDOA Procurement Bidder Registration: www.in.gov/idoa/proc/bidder_reg.html

The Indiana Department of Administration, Procurement Division manages the purchasing and contracting process for all State agencies except the Indiana Department of Transportation. A good rule of thumb: If you want to sell to Indiana State Government, register with the Department of Administration.

IDOA Public Works: www.in.gov/idoa/pwd/

All building designers and planners, and all building contractors and subcontractors working on projects valued at over \$150,000, must be pre-qualified (registered) by Indiana Department of Administration Public Works division.

Contractors and Subcontractors: www.in.gov/idoa/pwd/contractors.html

Architect and Designers: www.in.gov/idoa/pwd/docs/designerapp.pdf

Minority And Women's Business Enterprises: www.in.gov/idoa/mwbe/

All minority and women business enterprises that wish to provide commodities or services, including construction services, to State Agencies, with the exception of certain businesses that seek to do business with the Indiana Department of Transportation, should be certified by the Minority and Women's Business Enterprises Division to receive certain benefits. Please note: Businesses must also register with the Indiana Department of Administration, Procurement Division (above) before MWBE certification can be awarded.

Indiana Department Of Transportation: www.in.gov/dot/business/

The Department of Transportation manages contractors and vendors for INDOT projects. Many of its processes and procedures are different from that of other

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State agencies. It is important to review INDOT contracting methods if a firm wishes to be successful with INDOT. Additionally, the Department of Transportation manages the Disadvantaged Business Enterprise Certification for those businesses deemed disadvantaged that would like to bid on INDOT's federally funded work. Note: A MWBE that would like an INDOT contract should also seek certification as a DBE with the Department of Transportation. INDOT uses IDOA-certified MBEs and WBEs for State-funded projects and INDOT-certified DBEs for Federally-funded projects.
DBE Program: www.in.gov/dot/div/legal/DBE/

Step 4: Review the Ethics Guide

Ethics Guide For Contractors: www.in.gov/ethics/laws/VENDORSGUIDE.html
Compiled by the State Ethics Commission, the Ethics Guide for Contractors outlines prohibited contractor action.

Step 5: Register as an Executive Branch Lobbyist

Executive Branch Lobbyist Registration: www.in.gov/idoa/ebldr/
Vendors and contractors who seek to do business with the state and who are not responding to a specific solicitation must register as an executive branch lobbyist.

Step 6: Secure any related DNR/IDEM training or licenses

Environmental Management: www.in.gov/ai/appfiles/permitwizard
Use IDEM's permit wizard to determine if IDEM training or permits are required prior to beginning a Public Works or INDOT construction project.

Natural Resources: www.in.gov/dnr/water/permits/permit_application
DNR may require permits for Public Works and INDOT construction projects.

Step 7: Market Your Firm

Return to Step 1 Resources

Stay in contact with the relevant buyers to learn about upcoming opportunities and express an interest. Regularly review the contracts and projects to make long term planning determinations.

Regularly Review Current Solicitations

The State publishes most solicitations to the Internet regularly. Most successful MWBEs review these websites at least two times per week to identify potential opportunities. Please remember, that opportunities e-mailed by the Procurement Division as part of your business registration are based on the prime contractor specifications. The MWBE program operates best at the sub-contracting level. Potential MWBE subcontractors must monitor solicitations outside of their field to

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identify opportunities to subcontract their skills or products to prime vendors.

IDOA Procurement: www.in.gov/cgi-bin/idoa/cgi-bin/bidad.pl

IDOA Public Works: www.in.gov/serv/dapw_bviewer

INDOT: www.in.gov/serv/indot_bviewer

Stadium and Convention Center: www.in.gov/iscba/contractors

Attend Meetings Held Regarding Specific Solicitations

Many of the solicitation documents viewed at the links above include information about meetings held for interested respondents. These meetings are sometimes called Pre-Bid meetings, RFI meetings, bidders conferences or Pre-RFP meetings. They are all very similar and all critical for successful subcontractors. This is the MWBE firm's opportunity to meet with agency buyers and prime contractors to network, discuss their firm's qualifications and ask questions about the project. MWBE firms that attend these meetings are far more likely to obtain the contract than firms that do not. A list of attendees is maintained by the State and can be obtained for follow-up contact information if your firm is unable to attend. This list can be obtained from the appropriate buyer. In addition to the solicitation links above, the Procurement Division maintains a separate listing for Pre-RFP meetings at www.in.gov/idoa/proc/pre-rfp/index.html.

Maintain Registrations and Contract Information

Buy Indiana Directory: www.in.gov/idoa/vendor.html

The Buy Indiana Directory provides a list of companies that are registered with the State of Indiana and that have been designated as Indiana companies (as defined by IC 5-22-15-20.5). Review this listing to ensure proper designation.

IDOA Business Registration: www.in.gov/idoa/proc/bidder_reg.html

Firms maintain their Business Registration on-line by using the password established at the time of initial registration. It is important to maintain updated contact information at this location.

IDOA Minority And Women's Business Enterprises: www.in.gov/idoa/mwbe/

Certified MWBE firms should apply for a certification amendment if there is any expansion in the business' product line. Also, firms must notify the MWBE Division immediately if there are any changes in contact information, ownership or control of the firm. State law also requires that certified firms submit annually, on the certification anniversary date, a Statement of No Change Affidavit attesting to the firm's continued eligibility for the program. Every three years, firms are required to reapply for certification. All documents needed to complete these processes are obtained at this web site under "certification."

Minority And Women's Business Enterprises Directory: www.in.gov/idoa/mwbe/

Certified firms will not obtain contracts if their contact information is outdated or

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their industry codes have changed. Take time to verify that your firm's listing has correct and thorough information listed.

Know the Rules

State contracting and the MWBE program can be complicated and confusing. The MWBE Division offers consultations with certified clients to assist with understanding the processes. In addition, key resources are available on the web.

IDOA MWBE Laws and Procedures: www.in.gov/idoa/mwbe/laws.html

IDOA Procurement Vendor Handbook: www.in.gov/idoa/proc/bidding.html

IDOA Public Works Forms and Manuals: www.in.gov/idoa/pwd/forms.html

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